

**IDA PUBLIC SCHOOLS  
 CONTRACT AGREEMENT  
 with  
 ADMINISTRATIVE ASSISTANT, PAYROLL CLERK, BOOKKEEPER,  
 AND ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT  
 for  
 July 1, 2024 – June 30, 2027**

**I. WAGES**

Full time Employees will work 37 to 40 hours per week as determined by their immediate supervisor. Both parties agree to allow no overtime until after 40 hours-per-week.

Vacation pay and sick leave pay, will be paid based on the individual’s standard workday exclusive of overtime.

<b>Hourly Pay Scale for 2024-2027</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>Administrative Assistant</b>			
Step 2	18.04	18.58	19.14
Step 3	19.86	20.46	21.07
Step 4	21.64	22.29	22.96
Step 5	23.06	23.75	24.46
Step 6	23.52	24.23	24.96
<b>Payroll Clerk/Bookkeeper/Administrative Assistant to the Superintendent</b>			
Step 2	19.85	20.45	21.06
Step 3	21.85	22.51	23.19
Step 4	23.84	24.56	25.30
Step 5	25.38	26.14	26.92
Step 6	25.88	26.66	27.46

**II. LONGEVITY PAY**

Longevity will be based upon years of continuous employment with Ida Public Schools. The following longevity payments will be made at the end of five (5) years, seven (7) years, ten (10) years, fifteen (15) years, and twenty (20) years of employment:

- Five (5) years - \$200
- Seven (7) years - \$350
- Ten (10) years - \$450
- Fifteen (15) years - \$550
- Twenty (20) years - \$750

These payments will be made on the first payroll date in December, annually. December 18 will be the annual date used to measure an individual employee's years of continuous service. Continuous years of service is defined within any department within the district.

### III. VACATION

Upon hire - 1 week  
After completing 12 months - 2 weeks  
After completing 8 years - 3 weeks  
After completing 14 years - 4 weeks

Vacation days may be used before and/or after holidays. Vacation days may be used during the school year with the permission of the immediate supervisor. Vacation days are to be used during the year after they are earned or within the next six months.

### IV. WORK YEAR

Paid weeks includes all actual weeks worked and vacation time for each position.

	<u>Paid Weeks</u>
Elementary School	48 weeks
Middle School	48 weeks
High School	48 weeks
Food Service/Transportation Administrative Assistant	48 weeks
High School plus Student Management & CEPI Admin Support, and Administrative Assistant to the Athletic Director	50 weeks
Payroll Clerk/Bookkeeper	52 weeks
Administrative Assistant to the Superintendent	52 weeks (as determined by the Administration)

Unpaid time off will be determined by the immediate supervisor with the approval of the Superintendent or his/her designee.

Full days of unpaid time should be taken while students are not in session. Excess use of unpaid time will result in disciplinary action or loss of fringe benefits.

After working the minimum number of weeks per year, if deemed necessary, any further time worked will be determined by the immediate supervisor with the approval of the Superintendent or his/her designee. If a bargaining unit member declines the additional time, the supervisor may offer the time to another member (of the unit) of the supervisor's choice.

In order for a member of the Administrative Assistant Unit to qualify for full fringe benefits, including in-lieu pay, he/she must work a minimum of 48 weeks annually.

Seniority List provided at the beginning of the school year to each group member (if there have been changes).

## V. SICK LEAVE

1. Sick leave shall accumulate 12 days of leave per year with total accumulation to 180 days. For member or employee who has used up their accumulated sick days, Ida Public Schools may require them to utilize an FMLA leave, as described in the Leave of Absence section of this contract; or the member or employee shall be responsible for their health insurance coverage until they return to work. Members or employees who fail to report to work the day preceding or following a vacation may be required to provide proof of illness. Any member of the Administrative Assistant Unit abusing the use of yearly sick days or accumulated days may be required to provide the written statement(s) of his/her own physician. Sick days will be used for worked days when pro-rating benefits due.

Sick leave may be used for the serious illness of a member in the immediate family which requires the presence of the employee. The number of sick days which may be used for this purpose shall not exceed a total of ten (10) days per year for the employee's spouse, children, parent (defined as foster, natural, or adoptive), mother-in-law, father-in-law, or others residing in the household. The Board may require a doctor's statement to verify that the family member's condition is serious and that the presence of the employee is required.

2. Less than a day's absence must be cleared with immediate supervisor. "Comp Time" may be arranged within the same week with him/her. In situations where an employee will accumulate overtime, their immediate supervisor may arrange for "comp time" to be taken within the same week.
3. Compensation for unused sick leave:  
After a minimum of ten (10) years of service there will be:
  - ❖ \$3.00 compensation for each unused sick day when resigning
  - ❖ \$10.00 per unused sick day or 5% of last full fiscal year salary (wages for hours worked, does not include stipends and/or longevity), whichever is greater, compensation for each unused sick day when retiring at age 55 or older.

## VI. LEAVE OF ABSENCE

### 1. Personal Days

All persons covered under this contract shall be allowed three (3) days of absence each year out of the annual sick days for personal matters. Permission for these days must be secured from the Superintendent.

2. Death in the Immediate Family

A maximum of three (3) days with pay not chargeable against the employee's sick leave shall be granted for death in the immediate family (defined as spouse, siblings, step relatives, children, parent-natural, foster or adoptive, aunts, uncles, grandparents, grandchildren, in-laws or others residing in the household). Additional days charged against sick leave may be granted by the Superintendent of Schools.

3. Any employee on sick leave who has exhausted all sick leave and vacation time is not receiving any compensation shall be considered to be on sick leave without pay, not on leave of absence without pay, and maximum leave shall not exceed two months, or 60 work days pursuant to FMLA if applicable, whichever is longer. Upon board discretion, the 60-work day leave may accumulate up to a one-year period.
4. Pursuant to the Family and Medical Leave Act of 1993, an employee who has been employed at least twelve months and worked at least 1,250 hours during the previous twelve-month period is entitled to twelve work weeks of leave during any twelve-month period without pay but with group health insurance coverage maintained for one or more of the following reasons:
- (a) due to the birth of the employee's child in order to care for the child;
  - (b) due to the placement of a child with the employee for adoption or foster care;
  - (c) to care for the employee's spouse, child, parent or who has a serious health condition; or
  - (d) due to a serious health condition that renders that employee incapable of performing the functions of his/her job.

A "serious health condition" is defined by law as an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider.

Other conditions of the Family and Medical Leave Act shall apply to leaves in this section.

**VII. PAID HOLIDAYS**

- 1. New Year's Eve Day
- 2. New Year's Day
- 3. Good Friday
- 4. Easter Monday- Unless school is in session
- 5. Memorial Day
- 6. Fourth of July
- 7. Labor Day
- 8. Thanksgiving Day

9. Friday after Thanksgiving
10. Christmas Eve Day
11. Christmas Day

### **VIII. MLK/PRESIDENT’S DAY/WINTER BREAK DAY**

All persons covered under this contract are expected to work five (5) hours in order to receive a full day’s pay (treated the same as an “inclement weather day”). If these days are used as “make-up” or professional development days in the school calendar, all persons covered under this contract will be expected to work the same number of hours as a regular school day.

All members must actually work five (5) hours that day to receive the full days pay. In addition, time cannot be made up on these days for other days in which normal hours were not worked, nor can the five (5) hour day be substituted for another day.

If additional time is worked on that day, it will be paid at the normal rate of pay, not overtime rate. If a sick or vacation day is used on a five (5) hour day, a full day will be deducted from your sick/vacation time.

### **IX. HEALTH INSURANCE**

1. Employees will receive the same health insurance package options the other non-teaching staff and administrative groups receive. This unit also receives dental, vision, and long-term disability coverage. Upon application, employees will receive medical, dental, vision care and long-term disability protection as outlines in Appendix A.

As a result of the enactment of Public Act 152 of 2011 and Public Act 270 of 2013, the Board shall contribute up to the legislated caps for Medical costs during the benefit plan years, as amended annually by the State Treasurer and defined in MCL 15.562 and 15.563.

If the District plans to change insurance policies then the unit will have representation in achieving mutually cooperative selection of any new policy, plan or program generally comparable to current benefits defined in Appendix A.

Employees will receive the same cash in lieu of insurance options the teacher’s bargaining unit receives.

Should any employee elect not to receive medical insurance coverage, the employee must provide documentation of separate group healthcare medical plan coverage in order to receive the in-lieu of coverage payments.

## **X. INCLEMENT WEATHER**

All persons covered under this contract are expected to work five (5) hours in order to receive a full day's pay on days when school is cancelled due to inclement weather conditions, or other "Acts of God".

All members must actually work five (5) hours that day to receive the full days pay. In addition, time cannot be made up on these days for other days in which normal hours were not worked, nor can the five (5) hour day be substituted for another day.

If additional time is worked on that day, it will be paid at the normal rate of pay, not overtime rate. If a sick or vacation day is used on a five (5) hour day, a full day will be deducted from your sick/vacation time.

All persons covered under this contract may exercise the option of not reporting to work on days of school cancellation, only after the immediate supervisor has given his/her consent to not report. All persons covered under this contract will be allowed the use of a vacation day or an unpaid day or a sick day if applicable when they do not report to work with the approval of the member's immediate supervisor.

## **XI. MISCELLANEOUS PROVISIONS**

1. All persons covered under this contract having earned a bachelor's degree in an area which will benefit the District will receive an annual stipend of \$500.00.

The Superintendent must approve this after the building principal and member have submitted the same.

2. Job related classes would be reimbursed at \$100 per credit hour with prior approval of the Superintendent.
3. All persons covered under this contract may take advantage of the opportunity to receive CPR training and first aid training with approval of the administration.
4. Overtime - All overtime work must have prior approval of the employee's immediate supervisor or the Superintendent of the School District.
5. All time under this contract for sick leave, holidays, inclement weather, jury duty, funeral leave, personal days, vacation days and lost time due to work connected injury shall be counted as time worked for the purpose of computing overtime.
6. Required lunch – Employees are required to utilize a thirty (30) minute unpaid lunch period after six (6) hours of work on days when instruction is provided. If ½ day of instruction, no unpaid lunch will be required.

7. If an employee is called for jury duty, he/she will receive their regular salary during the service less the amount received for this jury duty.
8. If the Ida Public Schools' fund equity level is less than 5% of gross revenue then, at that time, the administrative assistant unit agree to renegotiate the compensation package.
9. All employees will receive their pay by direct deposit.
10. An Emergency Manager appointed by law may reject, modify or terminate this Agreement as provided by law.
11. If any member covered under this contract is required to report to work outside the normal work day they will be paid for a minimum of two (2) hours' work.
12. This contract constitutes the sole and entire existing Agreement between the parties in respect to rates of pay, wages, hours of employment or other conditions of employment which shall prevail during the term of the contract. It supersedes and cancels all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Administrative Assistant Association. All matters or subjects not herein covered have been satisfactorily adjusted or waived by the parties of the life of this Agreement. This contract is subject to amendment, alterations, or additions only by a subsequent written agreement.
13. Each person covered under this contract shall have an annual evaluation by June 30<sup>th</sup>.

## **XII. SENIORITY**

### Classifications:

1. Business Office: includes payroll clerk and bookkeeper
2. Administrative Assistants: includes administrative assistants in building offices and transportation office
3. Superintendent's Administrative Support

Layoff will be by seniority, based on date of hire, within each classification only.

Employees will have recall rights for two years after layoff.

ADMINISTRATIVE ASSISTANT,  
PAYROLL CLERK, BOOKEEPER, AND  
ADMINISTRATIVE ASSISTANT TO THE  
SUPERINTENDENT

IDA PUBLIC SCHOOLS

Mandy Stashev 4/24/24      Paul Eadk 4/26/24  
Administrative Assistant Rep.      Date      Board/District Representative      Date

Mary Jean Hosley 4.24.24  
Administrative Assistant Rep.      Date

Attachment: Appendix A



## **APPENDIX A**

### **Medical Benefits**

#### West Michigan Insurance Group

Flexible Blue 3, RX7

Deductible: \$2,000/\$4,000

H.S.A 4, RX72

Deductible: \$2,000/\$4,000

20% Coinsurance

### **Dental Benefits**

#### Delta Dental

Class I: 80% Class II: 80% Class III: 80%

Annual Max: \$1,000

Lifetime Max: \$0

Riders: 2 Cleanings

### **Vision Benefits**

VSP-2

### **Long-Term Disability Benefit**

The Long-Term Disability Insurance will include:

- 60% of Max Eligibility Salary
- Maximum Monthly Benefit- \$5,000
- Max Eligible Monthly Salary- \$8,333
- 90 Calendar Days Modified Fill Elimination Period
- No COLA
- Mental/Nervous Same as Illness
- Alcohol/Drug Same as Illness
- 5% Maximum Payout
- Pre-existing Conditions Waived
- Family Social Security Offset
- No Survivor Income
- Freeze on Offsets
- No Educational Supplement
- 2-Year Own Occupation